



# HUMAN RESOURCES DEPARTMENT

## City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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Vermont Relay: 7-1-1 or 800-253-0191

### General Manager Burlington Electric Department

\*\*\*Revised Posting\*\*\*

**POSTING DATE:** March 5, 2014

**RATE OF PAY:** \$126,139 - \$175,000/year DOE

**EXEMPT/NON-EXEMPT:** Exempt

**DEADLINE TO APPLY:** Open until filled

**POSITION STATUS:** Appointed Full Time

**CLASSIFICATION GRADE:** BED GM

The General Manager of the Burlington Electric Department, Burlington's municipal utility, shall be responsible for the overall operation of the Department and shall have the special and immediate care and practical supervision of the Department and City property in connection therewith. The General Manager shall be responsible for planning, scheduling, and implementing a variety of work to effectively and efficiently operate the Department within the confines of prudent utility practice and in accordance with applicable Federal law, Vermont State law, City Charter provisions, and rules and regulations as adopted by the Board of Electric Commissioners.

#### ESSENTIAL FUNCTIONS:

- Operate the Department in accordance with current Public Service Board mandates, other regulatory agency requirements, and City Charter provisions.
- Implement and enforce rules and regulations as adopted by the Board of Electric Commissioners per their duties as outlined in the City Charter.
- Responsible for adherence to and implementation of the Statement of Missions, Goals, and Policies of the Department and the City.
- Directly supervise and evaluate senior management to ensure that their specific duties and responsibilities are fulfilled.
- Ensure that the Department has well-trained senior management.
- Request and institute recommendations on matters of legal consequence.
- Oversee preparation of and compliance with both operating and capital budgets.
- Maintain a communicative and cooperative liaison between the Electric Department and its customers, other City Departments, utilities, and State of Vermont and Federal regulators relative to matters of mutual interest and expertise.
- Plan for the orderly growth and promotion of Department employees through an effective organizational development program in conjunction with the Human Resources Department.

#### QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor's degree in engineering, finance, business, public administration or other applicable discipline is required. The equivalent combination of education, experience, and training may be substituted.
- A minimum of five years of executive experience is required.
- Demonstrated knowledge of utility management, including operations, utility financing and Public Service Board rules of accounting, power generation and supply issues, rate making, and contracts, and understanding of Independent System Operator (ISO) New England and regional markets is preferred.
- Thorough knowledge of management practices and business analytics, including strategic planning and operational implementation, is required.
- Experience in unionized work environment is a plus.
- Demonstrated commitment to diversity, equity, cultural competency, and accessibility is required.
- The ability to accomplish work through others, including an established record of supervisory and leadership acumen used to motivate and empower employees, and the ability to coordinate a self-managed team in a customer-focused organization are required.
- Ability to establish and maintain effective relationships with City employees, elected and other public officials, boards and commissions, and the public at large is required.
- Ability and willingness to coordinate with other City departments to facilitate interdepartmental work efforts, problem-solving, and planning activities are required.
- Excellent verbal and written communication skills, including the ability to represent the City in public speaking engagements and deliver presentations to audiences, large and small, are required.

**To Apply:** Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR).

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.